

Cadet Orientation Flight Procedures

1. Cadet Orientation Flight Administration. The Cadet Orientation Flight Program is designed to introduce our youth to general aviation through hands-on orientation flights in single engine aircraft and gliders. The program is limited to current CAP cadets under 18 years of age. Squadron commanders should try to arrange orientation flights for new CAP cadets as soon as possible after the cadet joins CAP. The program is voluntary and primarily motivational and it should stimulate an interest in general aviation and aerospace activities. A successful orientation flight will include at least 80% of the syllabus objectives in CAPP 52-7, "Cadet Orientation Flight Syllabus", with a flight time less than 1.2 hours in order to be credited to the cadet. Flights will only be accomplished in single engine aircraft or in gliders. Every flight will conform to the syllabus and be consistent with safety, aircraft/aircrew capabilities, and available resources. The actual flight time depends upon the local conditions and the ability of both the pilot and the cadet. Therefore, the actual flight time for each syllabus flight will vary. However, all flights can safely be accomplished in 0.7 to 1.0 flight hours. Pilots will not perform extreme maneuvers, aerobatic maneuvers, spins or emergency procedures (unless, of course, there's an emergency). Cadets are encouraged to handle the flight controls except during the critical phases of the flight (like take-off and landing or in an emergency).

NOTE: At no time will cadets sustain any costs associated with this program.

a. Unit O'Flight Requirements. The unit is required to plan and initiate the O'Flight process. In those cases where the unit has an O'Pilot assigned, the unit will notify the pilot of the need and schedule the flight date and time. Cadets are to be encouraged to fly as much as possible, but national headquarters will reimburse only five powered and five glider orientation flights.

1. Unit Administration. In the cadet's personnel records, the unit will establish a transportable file folder that will accompany the cadet to each orientation flight. This folder should contain the following items:

(a) Powered Flight

- (1) CAPP 52-7, Cadet Orientation Flight Syllabus.
- (2) COWG Form 7-1, Powered Orientation Flight Sign-Off Sheet.

(a) Glider Flight

- (1) CAPP 52-7, Cadet Orientation Flight Syllabus.
- (2) COWG Form 7-1T, Powered Orientation Flight Sign-Off Sheet.

2. The unit will contact the O'Pilot and inform him/her of the need for an orientation flight. The following information should be transmitted:

- (a) Cadet's Name.
- (b) Cadet's CAPID.
- (c) Syllabus number of the flight the O'Pilot will demonstrate.
- (d) Number of cadets that will be flying in the back seat that are not performing a syllabus activity (powered flight only).

3. The unit will ensure that the cadet will be in uniform and have their current CAP ID card with them on the flight. **Membership must be current and will not expire within 60 days.**

NOTE: This ensures that national will reimburse the flight.

b. Orientation Pilot Requirements. The pilot assigned to fly an orientation flight must be authorized on a Wing Personnel Authorization (PA) in accordance with the requirement of CAPR 60-1, *CAP Flight Management*.

- 1. Once the request is received from the unit, the O'Pilot will schedule an aircraft/ glider and notify the unit of the date, times, and location for the cadets to report for the flight.
- 2. The pilot is required to verify that the member is in uniform and has a valid CAP ID card. The cadet's membership must not expire within 60 days.
- 3. It is the responsibility of the pilot to carefully brief all cadets on the proper operations around aircraft. At all times, **SAFETY** is the overriding concern.
- 4. The pilot must maintain a current CAPP 52-7, "Cadet Orientation Flight Syllabus" and be prepared to cover the syllabus of the required orientation flight.
- 5. The pilot certifies completion of the cadets' syllabus rides on COWGF 7 for powered flights and on COWG7T for glider flights.
- 6. Processing the COWGF 7 or 7T for cadet flight credit and reimbursement.

(a) If the pilot is to enter the CAPF 7 or 7T, into the "After Flight Reporting" system.

(1) Complete the COWG 7 or 7T , Cadet Orientation Flight Report for all flights for the day. If more that one CAPF 7 or 7T is required, enter the number of the page and pages at the bottom of the form.

Note: Care should be taken to ensure that correct CAPID numbers are entered.

(2) Ensure that the Wing Web Security Administrator (WSA) has given you access to the "After Flight Reporting" system. Access will be visible on the right side of the e-Services screen.

(3) After the flight, sign on to the e-Services screen on the CAPNHQ.GOV web site. Select "After Flight Reporting" then select "COF Data Entry"

(4) The O'Flight Reporting Screen should indicate that this is a Wing entry for CO-001.

(5) Enter the date. The year must be entered with all four digits.
i.e. 2004.

(6) On the "Flight Type" dropdown, select "Powered" or "Glider" as required.

(7) The next screen will require information from the Aircraft Data section of the COWGF 7 or 7T . It is self explanatory except for the "Reimburse To" block. Enter either COWG or Colorado Wing.

(8) Select "Add Cadet Information."

(9) Powered Flight

- a. Using the "Cadet Orientation Flight Data" section of the COWG 7, enter the CAPID supplied for the front seat cadet. The "Seat Position" dropdown will only allow front seat.
- b. After selecting front seat, a new screen will appear requesting the syllabus number and the flight time. Once entered the screen will reset for another CAPID. If there is a back seat cadet, enter the cadet's CAPID. The screen will reset again and you will need to click of the "Save Cadet" button. There can be as many as two cadets in the back seat and the they do not have to be O'Flight cadets.
- c. If you have stopped and exchanged cadet positions for further flights, click on the "Add Flight" link. Repeat the previous steps for each flight.

NOTE: A flight is considered any flight with a cadet in the front seat performing a syllabus activity.

- d. When all flights have been entered, click on the "Complete Transaction" button. The batch will be set for wing verification.
- e. Upon completion forward the COWGF 7, with the original gas receipts attached to COWG/DO7 for final validation. Timely submission of the COWGF 7 is required to ensure payment from national.

(10) Glider Flight

- a. Using the "Cadet Orientation Flight Data" section of the COWG 7T, enter the cadet's CAPID. The "Seat Position" dropdown will only allow front seat.
- b. After selecting front seat, a new screen will appear requesting the syllabus number, the flight time, the glider pilot CAPID, and the glider N-Number. This represents one flight.
- c. If you have completed more than one flight annotated on the COWGF 7T, click on the "Add Flight" link. Repeat the previous steps for each flight.

NOTE: A flight is considered any flight with a cadet in the

front seat performing a syllabus activity.

- d. When all flights have been entered, click on the "Complete Transaction" button. The batch will be set for wing verification.

NOTE: The completed transaction screen will show no amount in the cadet section. Reimbursement is only for the tow aircraft total hours and fuel.

- e. Upon completion forward the COWGF 7T, with the original gas receipts attached to COWG/DO7 for final validation. Timely submission of the COWGF 7 is required to ensure payment from national.

(b) If the pilot does not have the equipment to enter the CAPF 7 or 7T, into the "After Flight Reporting" system the following actions will be taken:

- (1) Forward the completed COWGF 7 or 7T, with all of the original gas receipts attached, to COWG/DO7 for input and final validation.
- (2) Timely submission of the COWGF 7 is required to ensure reimbursement.